

Festivals & Events Manager – Tutorial

Why use the Festivals & Events Manager?

1. Your event will be listed automatically in the museum.gov.ns.ca events calendar
2. When your site is migrated to the Content Management System your events will be listed automatically in your online events calendar
3. Your events are automatically listed on NovaScotia.com
4. Your events will be added to the Tourism's printed Festival & Events guide
5. Your events will be added to other print promotions – such as the seasonal Saltscapes Calendar.

The screenshot shows the Nova Scotia Museum website's Events page. The header features the museum's logo and navigation tabs for 'Our Museums', 'Events', 'Educational Resources', 'Online Resources', and 'About NSM'. The main content area is titled 'Upcoming Events' and displays a list of events for June 2009. A search sidebar on the left allows filtering by keyword, category, county, and community. A calendar on the right shows the current month.

NOVA SCOTIA MUSEUM
THE FAMILY OF PROVINCIAL MUSEUMS

Our Museums **Events** Educational Resources Online Resources About NSM

Home > Events > Upcoming Events

Upcoming Events

146 event(s) found
Page: prev | 1 2 3 4 5 6 7 8 9 10 ... | next

June 4, 2009
Rhubarb Festival
Café du Crique, Le Village historique acadien de la Nouvelle-Écosse, West Pubnico
Food, Music
Local entertainers with bilingual songs , inviting you to participate. ...

June 6 - June 7, 2009
Annual Pumpkin Planting
Ross Farm Museum, New Ross
Children's Events, Agriculture
What better way to celebrate the start of the summer than to join the annual pumpkin planting days at Ross Farm Museum? Bring the children and let ...

June 2009

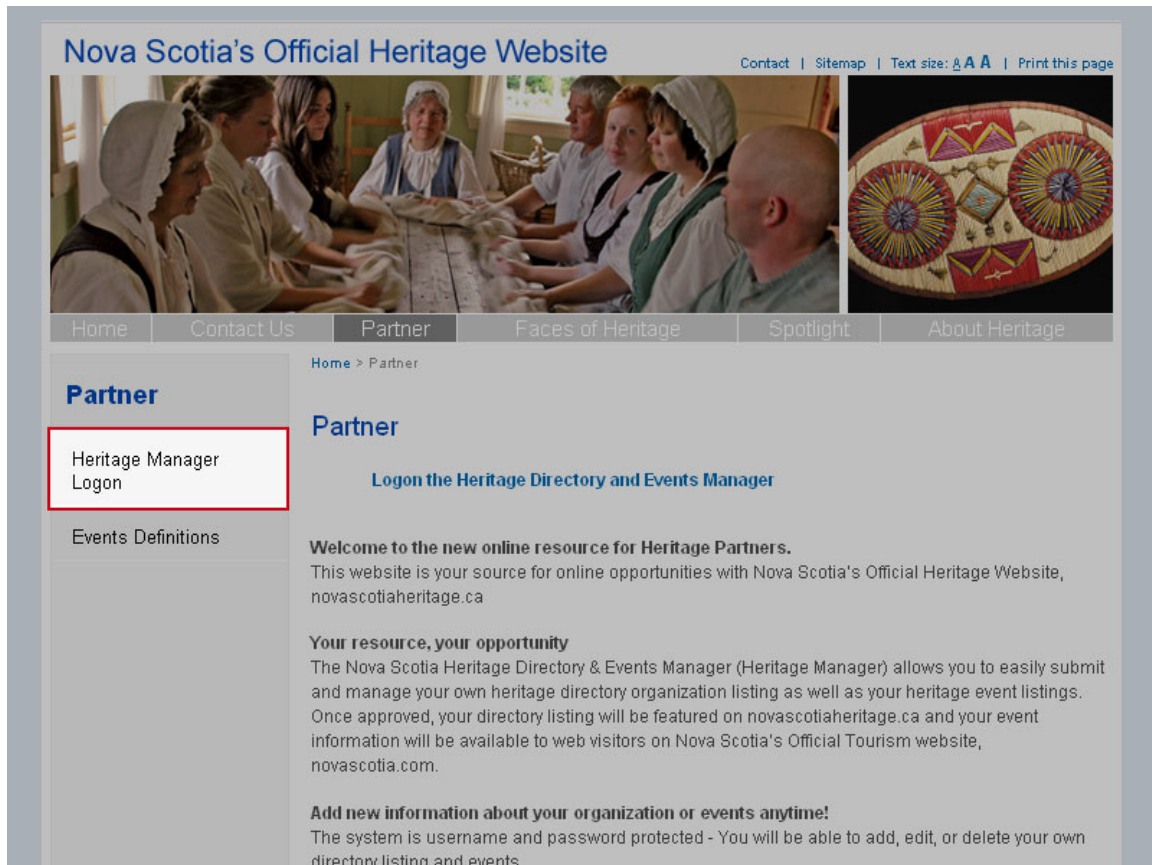
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

« Previous Next »

How to Access the Festivals & Events Manager

1. Visit www.novascotiaheritage.ca/en/home/Partner/
2. On the left hand side of the screen you will see a list of options – select Heritage Manager Logon
3. Once you are on the Festivals & Events page, you may choose to Logon or Register:
 - a. Choose Logon if you already have a Festival & Event listing on the novascotiaheritage.ca (a username and password have already been created by you).
 - b. Choose Register if you are a new user and would like to create a new Festival & Event listing.

*If you are unsure about your account status, please contact the Online Marketing Officer.



The screenshot shows the website's navigation bar with links for Home, Contact Us, Partner, Faces of Heritage, Spotlight, and About Heritage. The Partner section is active, displaying a list of options: Heritage Manager Logon (highlighted with a red box), Events Definitions, and a link to Logon the Heritage Directory and Events Manager. The main content area includes a welcome message for Heritage Partners, a section titled 'Your resource, your opportunity' explaining the Heritage Manager system, and a section titled 'Add new information about your organization or events anytime!' detailing the system's security and functionality.

Nova Scotia's Official Heritage Website [Contact](#) | [Sitemap](#) | Text size: [A](#) [A](#) [A](#) | [Print this page](#)

[Home](#) | [Contact Us](#) | [Partner](#) | [Faces of Heritage](#) | [Spotlight](#) | [About Heritage](#)

[Home](#) > [Partner](#)

Partner

- [Heritage Manager Logon](#)
- [Events Definitions](#)

Partner

[Logon the Heritage Directory and Events Manager](#)

Welcome to the new online resource for Heritage Partners.
This website is your source for online opportunities with Nova Scotia's Official Heritage Website, novascotiaheritage.ca

Your resource, your opportunity
The Nova Scotia Heritage Directory & Events Manager (Heritage Manager) allows you to easily submit and manage your own heritage directory organization listing as well as your heritage event listings. Once approved, your directory listing will be featured on novascotiaheritage.ca and your event information will be available to web visitors on Nova Scotia's Official Tourism website, novascotia.com.

Add new information about your organization or events anytime!
The system is username and password protected - You will be able to add, edit, or delete your own directory listing and events

How to Register

On the main Festivals & Events page

(www.novascotiaheritage.ca/en/home/Partner/manager.aspx), click on the Register link.

Heritage Directory & Events Manager

Logon

Welcome to the Nova Scotia Heritage Directory & Events Manager for Partners.

This system will allow you to maintain your Directory & Events listings on novascotiaheritage.ca and events on novascotia.com. If you already have a logon, please enter your e-mail address and password in the fields below and click the "Logon" button.

If you have an account but have forgotten your password, please click the "Forget your password?" button and follow the prompts to have it automatically e-mailed to you.

If you do not already have an account and are interested in registering to maintain listings for your organization's directory listing and events, please click the "Register" button below.

E-mail address *

Password *

Logon Register Forget your password?

Support: (902) 424-6466 | heritage@gov.ns.ca

1. You will be asked for the following information:

- Contact's first name
- Contact's last name
- E-mail address – this will be registered as your logon name
- Password
- Title (position held within the organization)
- Organization name
- Business address
- City
- Postal Code
- Business telephone number
- Fax number (if applicable)

Note: The privacy rights of online visitors to our Website are fully protected by Nova Scotia's Freedom of Information and Protection of Privacy Act. Any personal information collected from visitors relates directly to the operation of programs and will not be used for any other purpose.

2. Once you have successfully registered and been approved as a new user (within 24-48 hours), you can logon to create your new listing online.

How to Logon

1. From the main Festivals & Events page, choose the Logon link.
2. Enter the registered e-mail address and password into the fields provided, and then click the Logon button.

Please Note: If you forget your password, enter your registered e-mail address and click on the *Forget your password?* button. Follow the online instructions and your password will be automatically sent to you via e-mail.

Heritage Directory & Events Manager

Logon

Welcome to the Nova Scotia Heritage Directory & Events Manager for Partners.

This system will allow you to maintain your Directory & Events listings on novascotiaheritage.ca and events on novascotia.com. If you already have a logon, please enter your e-mail address and password in the fields below and click the "Logon" button.

If you have an account but have forgotten your password, please click the "Forget your password?" button and follow the prompts to have it automatically e-mailed to you.

If you do not already have an account and are interested in registering to maintain listings for your organization's directory listing and events, please click the "Register" button below.

E-mail address *

Password *

Logon Register Forget your password?

Support: (902) 424-6466 | heritage@gov.ns.ca

Once your username and password are verified and you have logged on successfully, the home page for the Festivals & Events Manager displays. From here, you can **Add an event**, **Schedule an event**, or **Manage existing events**.

Heritage Directory & Events Manager

Home My Profile Manage Events Schedule Events Manage Directory Logoff

Welcome Victoria Castle, you are logged on as a NSM Partner.

Get started with managing your events in 3 easy steps.

Step 1: Add an event »

Complete the form to add an event. After providing the details, you will need to schedule the event and submit it for approval.

Event - Add

English Event Details

* Name:

* Category: Choose a Category...

* Travelway: Choose a Travelway...

Step 2: Schedule an event »

Complete the form to schedule your event. Keeping the schedule separate from the event details allows you to schedule recurring events.

Schedule Event - Add

Event Schedule Dates

Option 1

If your event spans one or more days in event is scheduled to take place more the additional dates from the main events sc

* Date [mm/dd/yyyy]:

This event span multiple days

Step 3: Manage existing events »

Once you have an event(s) set up, use this screen to manage them. You can add, edit or delete events and schedules from this screen.

Event Manager

All Events... All Travelwa

All Communities... All Categorie

Filter by letter: A | B | C | D | E | F |

Event

Pancake Breakfast

Sleigh Ride

Support: (902) 424-6466 | heritage@gov.ns.ca

To Create a New Event

1. Click on "Add an event".
2. Enter the Event Details by completing the form. Field descriptions are as follows:

Event Details	
Event name *	Name of your event
Event description *	Provide the details behind the event such as any explanations of historical significance, hours of operations, special guests, information that the visitor should know, rain dates, etc. Do not include dates, locations, admission charges or contact information - this information is provided elsewhere in the listing. Maximum characters is 1000.
Event type*	Select one of the following event types: Celebration, Daily animation, Demonstration, Excursion, Exhibit, Guided tour, Musical event, other, Program, Special event, Talk, Workshop
Events guide description*	Abbreviated description for the Events Guide and e-Events updates. Focus on actions and visitor experience. Instead of "Memory Book workshop", write: Showcase your family history and special memories with creativity. Learn tips for crafting scrapbooks and displaying your photos with unique style. Please bring your own materials. Do not include: dates, locations, admission charges or contact information - this information is provided elsewhere in the listing.
English description	Provide the details behind the festival/event such as any explanations of historical significance, hours of operations, special guests, information that the visitor should know, rain dates, etc. Do not include dates, locations, admission charges or contact information - this information is provided elsewhere in the listing.
Series/Event affiliation	Indicate if this event is associated with a series happening at your site or another provincial museum.
Category	Select one of the following categories: Agriculture, Animals, Antiques, Arts/Crafts, Cars/Motorcycles, Celebrations, Children's Events, Clan/Family Gathering, Culture, Food, Heritage, Holidays, Marine, Military, Music, Nature, None, Outdoor, Sports/Recreation, Theatre
Related categories (max. 2)	You can select an additional two categories (see list above) that fit your event. To select, hold down the Ctrl button and click and the applicable categories.
Subcategory (If you select Theatre as your main category)	You can select an additional two subcategories: Children's Theatre/Puppetry, Community Theatre, Dinner Theatre, Outdoor Theatre, Professional Theatre, Readings/Story Telling, Theatre Festivals. To select, hold down the Ctrl button and click and the applicable subcategories.

Nova Scotia Heritage

Subcategory (If you select Music as your main category)	You can select an additional two subcategories: Award Shows/Competitions, Bar & Pub Entertainment, Ceilidhs/Kitchen Parties, Concerts, Dance, Jam Sessions/Open Mike, Music Festivals. To select, hold down the Ctrl button and click and the applicable subcategories.
Genre * (If you select Music as your main category)	You can select two applicable genres: Acadian/Aboriginal. Alternative, Blues, Celtic/Traditional, Children's, Classical, Country/Bluegrass, Folk, Gospel, Hip Hop/Urban, Jazz, Pop, Rock, World. To select, hold down the Ctrl button and click and the applicable genres.
Event location	
Specific venue	Location where the event is taking place
Address	Street address
Directions	Detailed directions to event, ie: Meet at museum at 10am to depart for Five Islands Provincial Park. Or, meet at Five Islands entrance at 10:45am. Beach walk starts at 11am. Please provide your own transportation.
County*	Select the county from the drop-down menu provided
Region*	Select the region from the drop-down menu provided
Community *	Select the community from the drop-down menu provided
Event Contact Details	
Contact name	Name of the person who can be reached for more information on the event.
Website	Website address (if applicable)
E-mail address	Contact e-mail address that visitors may use to get more information.
Phone number	Contact phone number that visitors may use to get more information.
Toll-free number	Toll-free phone number that visitors may use to get more information (if applicable).
Years running	If this is a recurring event, please indicate how many years it has been running.
Previous attendance	Please indicate last year's attendance.
Admission details	
Included in general admission	Check box application only
Admission notes/details	Please advise if special rates are available, ie: \$2 discount for society members; \$10 for workshop; or, 20% discount for CAA card holders.
Extra cost	Any additional costs associated
Free	Check box application only
Food Bank donation	Check box application only
Discount for NSM Pass holders	Check box application only
Advanced notice details	Please provide details for advanced notice, such as: Call 902-424-0125 to register by May 10; Tickets available at door; Advanced tickets required. For details, call 902-424-0125; Walk is weather dependant. Rain date scheduled for

Nova Scotia Heritage

	July 3; Adults only; or, parent/guardian supervision required.
Suitable for school program	Check yes or no
Request boxed feature for events guide	No longer used
Services	
Facilities	
No smoking	Check box application only
Take-out	Check box application only
Wheelchair accessible	Check box application only
Concessions	Check box application only
Public washrooms	Check box application only
French spoken	Check box application only
Bus tours welcome	Check box application only
Parking available	Check box application only
Picnic tables	Check box application only
Parking spaces (car)	Number of available parking spaces for cars (if applicable)
Parking spaces (bus)	Number of available parking spaces for busses (if applicable)
Photos	You can add up to 7 photos to your event listing. Please send photos to novascotia.com@gmail.com with your event name in the subject line. Photos will be added to the listing within 5 business days.
Photo Type(s)	
Print	Check box application only
Electronic	Check box application only
Management Options	
Notify Administrator of these changes	Check box application only – This will notify the administrators at the Department of Tourism that a new event has been created or that changes have been made to an existing event.
Schedule this event now	Check box application only – Select this box only if this is a new event. From here, it will take you to the Schedule an event page (see below).

Note: All fields marked with an * indicate that this is a mandatory field.

To Schedule an Event:

You will arrive at this page either by having selected the Schedule this event now button from the Add an event page or from the Schedule Events tab from the main menu. If you selected the Schedule Events tab from the main menu, you will need to select the appropriate event from the list provided.

The screenshot shows the 'Schedule Event - Create new' form. At the top, there is a navigation bar with 'Home', 'My Profile', 'Manage Events', 'Schedule Events', and 'Manage Directory' tabs, and a 'Logoff' button. Below the navigation bar, the form title is 'Schedule Event - Create new' with a note: 'The character "*" denotes a required field.' The form is divided into sections. The first section is 'Event', with a dropdown menu for 'Event name *' currently set to 'Plant Walk'. The second section is 'Event schedule date(s)'. It contains two options: 'Option 1' (selected) for events spanning one or more days in succession, and 'Option 2' for events occurring multiple times on a regular weekly schedule. Under 'Option 1', there is a 'Date *' field with a calendar icon, a checkbox for 'This event runs until' with another calendar icon, 'Start time' and 'End time' fields, and 'Except for' and 'Alternate date' fields. Under 'Option 2', there is an 'Every' dropdown set to '1', a 'week(s) on:' label, and checkboxes for 'Mondays', 'Tuesdays', and 'Wednesdays'.

There are two options for scheduling your event:

Option 1: Use this option if your event spans one or more days in succession. Click on the calendar image to specify the days for your festival or event. (i.e. If your event is scheduled for July 4-6, select those dates on the calendar).

Option 2: Use this option if your event occurs multiple times on a regular weekly schedule. (i.e. If you have an event that runs the first Saturday of every month from May to October, select this option). The system will automatically update the event calendar based on the schedule you have specified.

Once you have entered the details of your event, as well as the schedule, the information will be sent to the Department of Tourism for approval. Generally you should allow 24-48 hours for approval before the listing displays on the novascotia.com website.

Managing Your Event:

Once you have an event established in the system you can logon at any time to edit, copy, or delete events and schedules. Please note that if your event repeats annually, you only need to update the information in the current event listing and create a new schedule. Please do not recreate the event listing, as this causes duplications in both the Festival & Events Manager and novascotia.com.

Edit – Choose this button when you need to make updates to your listing

The screenshot shows the 'Heritage Directory & Events Manager' interface. At the top, there are navigation tabs: Home, My Profile, Manage Events, Schedule Events, and Manage Directory, along with a Logoff button. Below this is the 'Event Manager' section, which includes search filters for designation, category, region, and community. There are also date pickers for 'Last modified between' and a 'Search' button. A filter by letter section is visible, with 'All' selected. A 'Create new event' button is also present. Below the filters, it shows '1 event(s) found' and a table of events. The table has columns for ID, Event, Region, Community, Category, User, and Last Modified. A single event is listed: ID 16394, Event 'Plant Walk', Region 'Halifax Metro', Community 'Halifax', Category 'Heritage', User 'Victoria Castle', and Last Modified '04-Jun-2009'. Below the table, there are icons for 'EDIT', 'HISTORY', 'COPY', 'DELETE', 'SCHEDULE', and 'DRAFT'. Navigation arrows and a 'Showing 25 per page' indicator are also visible.

ID	Event	Region	Community	Category	User	Last Modified
16394	Plant Walk	Halifax Metro	Halifax	Heritage	Victoria Castle	04-Jun-2009

Support: (902) 424-6466 | heritage@gov.ns.ca

Copy – Create a duplicate of the original listing

Delete – Delete the listing

Schedule – Specify the date(s) of the event. Note: If your event is an annual event, you can enter the dates for upcoming years.

Draft – Indicates that the event information needs to be verified by an administrator at Tourism. This field will blank once the event is approved.

ID – Identification number of the event

Event – Event name – these will display in alphabetical order

Region – Tourism region where the event is taking place. This field is auto-populated once you choose the community when creating the event.

Community – Community where the event is taking place

Category – Category that you choose when creating the event

User – Your name

Note: Events may be added at any time of the year. For inclusion in the upcoming Festivals & Events Guide, entries should be included/updated by December 31 of the current year.

Please keep your account up to date. Thank you!